

# SPECIAL PARK USE INFORMATION

National Park Service  
U. S. Department of the Interior

Castillo de San Marcos  
National Monument



## Filming / Photography

Thank you for your interest in filming at the Castillo de San Marcos National Monument. This site was established so visitors could experience a unique visit to the oldest masonry fort in the continental United States. Filming is only permitted when it does not conflict with that established purpose. If you have any questions or would like to request an application, call us 904-829-6506, x254. As conflicts with other events may occur, please allow at least four weeks lead-time to process your request.

Operating Hours: Grounds are open 5:30 a.m. to 12:00 midnight. The Castillo is open to the public from 8:45 a.m. to 5:15 p.m. every day of the year except Christmas.

Activity Requiring Permit: A permit is required if the activity involves the use of a model (or any on-camera talent), set or prop or when the possibility exists for damage to park resources or disruption of visitor services. A permit is also required if the activity is to take place in areas not open to the public or before or after normal visitation hours.

Liability Insurance: You may be required to provide proof that the US Government is carried as "additional insured" on your liability insurance.

Endorsement: Identifiable NPS equipment, uniforms, or insignia may not be portrayed in any way that would imply NPS endorsement of the film or product.

Limitations: Filming activities that cause injury or damage to park resources, impair the atmosphere of peace and tranquility of the monument, interfere with interpretive or visitor services, or impinge on visitor access to park resources will not be permitted. Normally, filming inside the Castillo during operating hours is not permitted.

Services: The Park does not provide any equipment, materials or services to permittees.

Permit Period: The permit will be issued for the amount of time required to set up for, conduct, and clean up after the filming.

Costs: There is a non-refundable \$200.00 application fee. **Payment must be in the form of a Credit Card, Cashier's Check or a Certified Check.** Other potential charges include, but are not limited to a location fee, monitoring by Park Rangers, clean-up and site restoration, and recovery of administrative costs. You may also be required to post a performance bond.

Procedure: Fill out the Special Use Permit Application and return it with the \$200.00 application fee to: **Special Use Permit Coordinator, Castillo de San Marcos National Monument, 1 South Castillo Drive, St. Augustine, FL 32084.** IMPORTANT: Please include as much detail about the filming as possible because if some aspect of your activity is not in the permit, it may not be allowed. Also include a copy of your script or story board. A Special Use Permit will be prepared and returned to you for your review. Sign and return it with payment of any additional charges. The final approval will be secured and the completed permit will be sent to you. IMPORTANT: You must have the permit with you during filming.